

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Request for Modification of Nonstandard Workweek - FBIS

FROM:

OP/CAP/PRS

EXTENSION

NO.

DATE

16 SEP 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/PRS

9/6

PRD

I recommend your approval of the attached request for modification of the Nonstandard Workweek for computer personnel assigned to the Automated FBIS Systems Branch (AFSB).

2.

3.

9/7/88

LSB

The request complies with [] in that the AFSB will require 24-hour staffing for successful operation, non-overtime scheduled work hours equal 80 hours in a two week pay period, and regularly scheduled overtime is established on a predetermined and fixed basis.

4.

5. A/DD/CAP

9/7/88

PRM

6.

7. DD/CAP

8.

9.

10.

11.

PRS Action Officer:

12.

13.

14.

15.

OP-88-1301

FBIS-2520/88
24 August 1988

MEMORANDUM FOR: Director of Personnel

THROUGH: R. E. Hineman
Deputy Director for Science and Technology

FROM: R. W. Manners
Director, Foreign Broadcast Information Service

SUBJECT: Request for Approval of Modified Shift Schedule

REFERENCE: FBIS-1464/87, dtd 15 July 87, Request for Approval of Shift Schedule

1. Your approval is requested for the modifications made to shift schedules for the Automated FBIS Systems Branch (AFSB) of the Engineering Support Group. As the Automated FBIS System (AFS) matured it became necessary to alter shift coverage to provide operational stability, continuity, and an effective production level.

2. Computer room personnel continue to provide coverage 24 hours a day, seven days a week by working a twelve-hour shift schedule. Their hours are from 0530 to 1800 and 1730 to 0600 with a 30-minute meal break during each shift. This is established as a rotating shift of two days on, three days off, two days on, two days off, three days on, two days off. This arrangement provides alternating 36-hour and 48-hour work weeks for a uniform 84-hour pay period. Four hours overtime is accumulated by each employee for time worked during the period. Individuals remain on a given shift for approximately 13 weeks before rotating. This shift schedule has not changed since the original memorandum.

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3. However, the shift schedule has changed for the ☐ Printing and Photography Group (P&PG) personnel assigned to AFSB. Compositors provide coverage 16-hours a day, five days a week. Their hours are from 0800 to 1630 and 1600 to 0030 with a 30-minute meal break during each shift. Atex system managers provide coverage 24-hours a day, seven days a week. Their hours are from 0000 to 0830, 0800 to 1630, and 1600 to 0030 with a 30-minute meal break during each shift. Personnel working these shifts remain on one shift indefinitely.

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4. The following guidelines will prevail in the determination of leave and pay accounting:

a. Employees at the GS-11 and below level will be paid overtime for work in excess of 80 hours in a two-week, 80-hour pay period.

b. Employees GS-12 through GS-15 will receive overtime payments for directed overtime worked in excess of 80 hours in a two-week, 80-hour pay period since the work requires regular overtime of eight hours every four weeks.

c. Holiday work will be compensated in accordance with [] except that when a holiday falls on a non-workday, the preceding workday will always be considered a holiday.

d. Annual and sick leave will be charged according to leave taken against the employee's established work schedule.

e. Otherwise, the provision of [] will remain unchanged and pertain to the irregular work schedule.

5. Based upon operational requirements, your approval for these modifications to the established shift schedule is requested. If you have further questions, please call [] Deputy Chief, Personnel Branch, on []

[]
R. W. Manners

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CONCUR: \

[Redacted Signature Box]

Deputy Director for Science and Technology

30 Aug 88
Date

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APPROVED:

[Redacted Signature Box]

Deputy Director for Compensation,
Automation, and Planning

9/7/88
Date

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